Global-CPD Safeguarding Learners Policy

1. Purpose

This policy outlines Global-CPD's commitment to the safety and protection of all learners, especially young people and vulnerable adults, who participate in our CPD programs. We recognize our duty of care and ensure that all reasonable steps are taken to protect learners from harm.

2. Scope

This policy applies to:

- All participants in Global-CPD programs, especially those under 18 or considered vulnerable adults

- Trainers, facilitators, mentors, coordinators, and administrative staff

- Onsite and online CPD activities organized or delivered by Global-CPD or in collaboration with partner institutions

3. Principles

Global-CPD upholds the following safeguarding principles:

- All learners have a right to protection from abuse, neglect, exploitation, and discrimination

- Safeguarding is everyone's responsibility

- Procedures must be clear, confidential, and consistent

- Any concerns or allegations must be acted upon promptly and appropriately

4. Definitions

- **Young person**: Any individual under the age of 18

- **Vulnerable adult**: An individual aged 18 or over who is at risk due to age, disability, mental health, or other condition

- **Abuse**: Any action or inaction that causes harm, including physical, emotional, sexual, financial, or institutional abuse

5. Preventative Measures

Global-CPD takes the following steps to safeguard learners:

- Vetting and training of trainers and staff on safeguarding awareness

- Including a safeguarding declaration in trainer contracts

- Clear conduct guidelines during face-to-face and virtual activities

- Avoiding one-to-one unsupervised contact unless previously arranged with consent

- Appropriate privacy and moderation measures for online sessions

6. Reporting Concerns

Anyone can raise a safeguarding concern about a learner's safety. All concerns must be reported to:

✉ **support@global-cpd.org**

Global-CPD will:

- Acknowledge the report within 24 hours

- Appoint a designated safeguarding lead to review and respond

- Follow a risk-informed response plan in coordination with relevant institutions or legal authorities, if needed

7. Confidentiality

All safeguarding concerns are treated with strict confidentiality. Information is only shared with those who need to know to ensure appropriate action is taken.

8. Responsibility

- **Safeguarding Lead**: The Academic Coordinator, or a trained designee, is responsible for overseeing safeguarding issues

- **All Staff**: Must report concerns, cooperate with investigations, and complete safeguarding induction where required

9. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office
✉ Email: support@global-cpd.org
🌐 Website: www.global-cpd.org

Document Control

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Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Added definitions and key roles
3.0	03.09.2012	QA Team	Expanded online learning precautions
4.0	02.09.2014	QA Lead	Linked policy to trainer vetting and contracting
5.0	01.09.2016	Osman Bedel	Introduced safeguarding response protocol
6.0	03.09.2018	QA Team	Clarified institutional coordination process
7.0	01.09.2020	QA Team	Incorporated GDPR-based confidentiality protocols
8.0	02.09.2022	Policy Officer	Updated language and expanded to include vulnerable adults
9.0	04.05.2024	Osman Bedel	Full revision and formatting under new Document Control